



Axis Institute of Higher Education, Kanpur

Office of Director

Ref. No: AC/DO/2019-20/128

Date: 14/10/2019

Circular

Axis Institute of Higher Education, KANPUR Employee's Service Policy

1. Recruitment Policy

- (a) All recruitment of faculty members are done based on the requirements as worked out by various departments and keeping in view the norms as laid down by AICTE through HR Processes. The selection procedures as desired by university is adopted.
- (b) The selection committee as formed consists of the following:

(i) Chairman BOG	-	Chairman
(ii) University Nominee	-	Member
(iii) Subject Expert	-	Member
(iv) Director of College	-	Member
(v) Registrar	-	Member Secretary
- (c) The advertisements in leading newspapers regarding vacant posts are floated.

2. HR Recruitment Processes

- (a) The applications so received are scrutinized by HR department and the shortlisted resume are forwarded to respective departments.
- (b) If the candidate clears the interview, then as a final step, the HR personnel negotiates for Salary to be paid to the candidate.
- (c) If things go well, an Offer Letter is released, which is sent to the candidate asking for acceptance of the offer.
- (d) The candidates so short listed for interview are communicated well in advance for appearing before the selection committee on a particular date and time by HR department.
- (e) On receiving of acceptance from the candidate, joining process is followed.

3. HR Joining Processes

- (a) At the time of joining, all the formalities related to the Qualification/Experience Documents, ID Proof, Address Proof is completed.
- (b) After the proper verification, new Employee Code is created on Payroll System.
- (c) Appointment letter is released as the confirmation to the joining of the new employee.

4. Salaries and Other benefits to Employees

- (a) **Salaries:**
 - (i) The salaries of faculty members are fixed in scales and AGP as prescribed by AICTE/UGC as per VI pay commission rules.
 - (ii) Other allowances of DA and HRA are also paid on this basis.
 - (iii) The salaries of deserving candidates may even be fixed at higher pay as per the discretion of the selection committee.
- (b) **Other Benefits:**
 - (i) The director(s) is provided free furnished residential accommodation within the campus
 - (ii) The faculty members on their requisition may be provided the accommodation in the campus.
 - (iii) All the employees are benefited with Contributory Provident Fund (CPF).

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Office of Director

Similarly, for the recruitment of non-teaching staff, the above procedure is followed which includes Administrative head besides other members.

All appointments are made on probation for a period of one year which is treated confirmed after one year. However, the probation may be extended in case the performance is unsatisfactory.

5. Terms & Conditions of Service for all Employees

Each employee should submit a medical fitness certificate from a doctor nominated by the college, proving that the employee is physically & mentally fit to undertake the assigned task.

An employee of the college shall not engage directly or indirectly in any trade or business or in private tuition or in any other work, which may interfere with the proper discharge of his duties.

An employee shall not enter into any monetary transactions with any student or parent, not exploit his/her influence for personal ends, not accept any gift from any person by virtue of his/her position in the college.

The employee shall abide by the rules and regulations of the College while performing his/her duties.

An employee must update the records regarding his/her contact number and residential address. In case of any change the employee must inform the authorities immediately.

An employee has to abide by the official secret act. The employee shall protect and safeguard all official documents entrusted to him/her.

An employee should be punctual to his/her duties. An employee should not abstain from the institution without proper leave or without the prior permission of the leave sanctioning authorities.

6. Promotion

A similar committee as the selection committee is formed separately for promotion of teaching and Non-Teaching staff. Each committee so formed is headed by Chairman/Director. The criteria as laid by AICTE for educational qualifications, length of service, research paper published for each cadre is followed while interviewing any candidate for promotion.

7. Appraisal System

Faculty members' appraisal system is done through:

- (a) Students' Feedback
- (b) Self-appraisal
- (c) Appraisal from concerned Head of Department.

Similarly, appraisal of staff members is done in coordination of the feedback from their Reporting Managers.

8. Motivational Incentives

The college encourages its employees to attain higher qualifications, pursue research work and increase their knowledge and skill to provide better education to the students. In this regard following benefits are provided and also award them on their capabilities and performance.

1. For pursuing Ph. D programmes : 10 days in a year (05 days in each semester) is treated as OD leave.
2. Publications
 - (i) Publication of book (As single author) : Rs. 10000/-
 - (ii) Publication of paper in SCI/Q1 Journal : Rs 50000/-
 - (iii) Publication of paper in Q2 Journal : Rs 25000/-
 - (iv) Publication of paper in Q3 Journal : Rs 15000/-

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| (v) | Publication of paper in Q4 Journal | : Rs 10000/- |
| (vi) | Patent Publication(Drafting+Publication) | :Rs 25000/- |
| (vii) | Patent Grant (Drafting and all expense) | :Rs 50000/- |
| (viii) | NPTEL Certification (90% and above score) | : Rs 1500/- |
| (ix) | NPTEL Certification (80% and above score) | : Rs 800/- |

3. Academic Performances : The academic performance is judged by a panel of members and based on this the faculty members are awarded cash prizes each year.

4. Research/Seminars, Conferences & Workshops:
For promoting Research work, faculty members are encouraged and college management provides:

- | | |
|---|-----------------------|
| (a) Seed money on research proposal approved by college committee for this purpose. | : Rs. 25000/- |
| (b) Participation in exhibition in India and abroad leave while on tour | : All expenses + Duty |
| (c) Organizing Sponsored Conferences | : Suitability awarded |

9. Faculty Awards

The College has maintained the tradition of felicitating its faculty members for their hard work in academics as well as their contribution for the overall growth of the students and the college. The award scheme is reviewed from time to time in keeping with the ever growing challenges faced by the institution and the efforts put-in by the faculty members to conquer these scheme.

Indicative Responsibilities/ Categories to be considered for awards

Following Categories will be considered for awards:

1. Teaching-learning Process (faculty contribution towards results)
 - (a) Pass percentage
 - (b) Average marks
 - (c) Rank Holder
2. Faculty Self Development
 - (a) Acquiring higher qualification
 - (b) Publishing Research Papers in international Journals
 - (c) Presenting Research Papers in reputed Conferences and Seminars
 - (d) Attending Faculty Development Programs
3. Faculty contribution towards enhancing prestige of the College
 - (a) Consulting Services to outside agencies
 - (b) Participating and executing Funded Projects
 - (c) Writing proposals and getting funding from DST, AICTE, MSME etc.
 - (d) Organizing and conducting Faculty Development Programs for own faculty and others
4. Faculty Contribution Towards Departmental/College Activities
 - (a) Organizing National/ International level conference/ seminar
 - (b) Promoting and nurturing professional society memberships
 - (c) Interaction with outside agencies including industrial visits and programs under Industry – Academia partnership programs
 - (d) Organizing Extra-Curricular and Co-Curricular activities
 - (e) Conducting training programs during Summer/ Winter vacations
5. Faculty Contribution towards Development of students (making them more employable)

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- (a) Academic award for Group of Mentees
 - (b) Technical award
 - (c) Extra Curriculum for group of mentees
 - (d) Career /placement oriented award for group of mentees
 - (e) Leadership quality for group of mentees
6. Faculty Contribution towards Recruitment Generation i.e. inviting companies for campus recruitment including number of students issued with appointment letter by these companies.
 7. HOD's Discretionary award (to be awarded in rare cases, not covered or considered under any of the above categories but considered as critical faculty for the department).
 8. Long Service Award will continue to be awarded after completion of **Seven&Twelveyears'** service in AIHE, as on 01 Aug of the year in which award is being given.

Eligibility

Eligibility for awards will be considered based on the performance during the whole session. Efforts will be made to ascertain the eligibility based on the performance improvement over the past three years. If sufficient data for previous years for a particular faculty is available, that data will be used for comparing improvement, else data for other faculties on same or similar activities will be used for comparing improvement. Emphasis will be on **Self Improvement** rather than comparing with others, to the extent possible.

Targets for each category/ sub- category will be set in the beginning of the session with mutual consultation between the HOD and the faculty concerned. Award for each category or sub-category will be considered separately. A faculty may be eligible for one or more awards. Multiple faculty may qualify for award under a particular category. An award cell may be created in each department under the supervision of HOD for this purpose.

Award

Award money will be allocated to the departments. The HODs will decide the proportion to be allocated to each category. The distribution will be shared with the Directorate Office. A suggested distribution is given below:

1. Teaching-learning Process (40%)
 2. Faculty Self Development (10%)
 3. Faculty contribution towards enhancing prestige of the College (10%)
 4. Faculty Contribution towards Departmental/ College Activities (10%)
 5. Faculty Contribution towards Development of students (20%)
 6. Faculty Contribution towards Recruitment Generation (5%)
 7. HOD's Discretionary award (5%)
- (Note – If no faculty is eligible for award under a particular category, allocation of funds for that category be merged with category 1 - Teaching-learning Process)

8. Long Service award: On completion of 7 yrs. (Rs. 5000/-) and on completion of 12 yrs. (Rs. 10000/-)

NOTE: Proposed Targets for the different categories of award are in ANNEXURE I below.

10. Retirement

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Office of Director

1. For teaching staff retirement age will be 65 years. A person appointed on contract post is eligible up to 70 years but normally they will not hold any administrative post like Principal/Director/Dean.
2. For non-teaching staff retirement age will be 60 years and on the special case Chairman BOG has the power to extend his duties till 65 years.
3. For class-IV employees the retirement age will be 58 years. However, for guards the same shall be 50 years.

ANNEXURE I

Proposed Targets are enumerated below. However, HODs may set different targets depending based on the peculiarities of individual department.

1. Teaching-learning Process (faculty contribution towards results)

(a) Pass percentage improvement in a particular subject (each subject to be considered separately)

- i. Improvement over 3 years' average - 5% or more
- ii. Improvement over 3 years' average - 3% to 4.99%
- iii. Improvement over 3 years' average - 2% to 2.99%
- iv. Maintaining at 100%

(Proportion of allocation to be decided by the HOD)

(b) Average marks improvement in a particular subject (each subject to be considered separately)

- i. Improvement over 3 years' average - 5% or more
- ii. Improvement over 3 years' average - 3% to 4.99%
- iii. Improvement over 3 years' average - 2% to 2.99%

(Proportion of allocation to be decided by the HOD)

(c) Rank Holders – Following may be considered – aggregate of two sections over two semesters for which a faculty has been Class Coordinator Number of University Rank holders

Achievement	Number of Students/ Weight-age	Points
University Rank Holder		
College Topper		
Branch Topper		
Total Points		

(Proportion of allocation to be decided by the HoD based on past data)

2. Faculty Self Development

- (a) Acquiring higher qualification
- (b) Publishing Research Papers in international Journals
- (c) Presenting Research Papers in reputed Conferences and Seminars
- (d) Attending Faculty Development Programs

(Proportion of allocation for each sub category and targets to be decided by the HoD based on past data)

3. Faculty contribution towards enhancing prestige of the College

- (a) Consulting Services to outside agencies
- (b) Participating and executing Funded Projects
- (c) Writing proposals and getting funding from DST, AICTE, MSME etc
- (d) Organizing and conducting Faculty Development Programs for own faculty and others

(Proportion of allocation for each sub category and targets to be decided by the HoD based on past data)

4. Faculty Contribution Towards Departmental/ College Activities

- (a) Organizing National/ International level conference/ seminar
- (b) Promoting and nurturing professional society memberships
- (c) Interaction with outside agencies including industrial visits and programs under Industry – Academia partnership programs

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- (d) Organizing Extra-Curricular and Co-Curricular activities including Clubs, Sports, technical societies etc.
- (e) Contribution in the admission cell, examination cell, hostels (warden), College Discipline Committee and other committees

(Proportion of allocation for each sub category and targets to be decided by the HoD based on past data)

5. Faculty Contribution towards Development of students (making them more employable)

- (a) Improvement in Attendance – The performance will be measured based on the improvement in average attendance and the number of students whose attendance is less than 75% of the class for which the faculty is the Class Coordinator/ Mentor. Such improvement will be measured on the average attendance during previous semester. Thus the average of two improvements (Odd and Even Semester) as the faculty may be the class coordinator for different sections in two semesters, will be considered. Suggested scheme is as under:

- i. Improvement in average attendance over previous semester – 10% or above
- ii. Improvement in average attendance over previous semester – 5% to 9.99%
- iii. Decrease in number of students whose attendance is <75% over previous semester - 50% or more (example; No. of students in **previous semester 8**; 50% or more means No. of students in **this semester should be 4 or less.**)
- iv. Decrease in number of students whose attendance is <75% over previous semester - 25% or more but less than 49% (example; No. of students in **previous semester 8,25% or more** means No. of students in **this semester should be 6 or less.**)

(Proportion of allocation to be decided by the HOD)

- (b) Technical/ R&D Skills Development – Following items, as listed in the table, may be considered (N – Number of students guided/ mentored irrespective of class)

Event	Achievement	IN Axis	National/ Inter-College	International	Points
i. Paper presentation	Participation	NA	N*2	N*10	
	Winner	N*1	N*5	N*20	
ii. Project	Participation	NA	N*2	N*10	
	Winner	N*2	N*10	N*50	
iii. Technical quiz, or other technical competition	Participation	NA	N*1	N*2	
	Winner	N*1	N*5	N*10	
iv. Certifications			N * 2	N * 5	
Total Points					

(Allocation of funds for the aggregate points to be decided by the HoD)

- (c) Extra-Curricular Proficiency/ Personality Development/ Leadership Quality Development - The performance will be measured based on the participation of students in various extra-curricular activities from the classes for which a faculty has been the Class Coordinator/ Mentor. The aggregate numbers from both sections for which the faculty has been class coordinator (Odd and Even Semester) as the faculty may be the class coordinator for different sections in two semesters, will be considered. Following items, as listed in the table, may be considered (N – Number of students participated from the respective class – aggregate for both semesters to be considered). Suggested scheme is as under:

Event	Achievement	IN Axis	Inter-college	National	International	Points
i. Sports	Participation	N*1	N*1	N*5	N*10	
	winner	N*2	N*5	N*20	N*100	
ii. Cultural	Participation	N*1	N*1	N*5	N*10	
	winner	N*2	N*5	N*20	N*50	
iii. Student Fests	Participation	N*1	N*1	N*5	N*10	
	winner	N*2	N*2	N*10	N*50	
iv. IDAA, Spic Macay, T&P events, NSS etc.	Volunteer	N*1				
	Leadership Role	N*5 to N*20				
Total Points						

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(Allocation of funds for the aggregate points to be decided by the HOD)

- (d) Career/placement-oriented proficiency - The performance will be measured based on the selection of students in various placement activities from the classes for which a faculty has been the Class Coordinator. The aggregate numbers from both sections for which the faculty has been class coordinator (Odd and Even Semester) as the faculty may be the class coordinator for different sections in two semesters, will be considered. Following items, as listed in the table, may be considered (N – Number of students placed/ selected from the respective class – aggregate for both semesters to be considered). Suggested scheme is as under:

Achievement	Status	Weight- age	Points
a. Students placed	Package >1 lac pm	N*100	
	Package > 50 k	N * 10	
	Package > 30 k	N * 5	
	Package> 10K to<30 K	N * 1	
b. Competitive Exam eg. GRE, GATE,CAT etc	Appeared	N*1	
	Qualified	N*5	
	Rank(up to 100)	N*10	
	India	N*10	
a. Higher Studies	Abroad	N*20	
b. Students who turn entrepreneurs		N*10	
		Total Points	

(Allocation of funds for the aggregate points to be decided by the HOD)

Note: A list of above mentioned students, along with proof, will be maintained by concerned faculty and consolidated list will be maintained by the departments.

6. **Faculty Contribution towards Recruitment Generation** i.e. inviting companies for campus recruitment including number of students issued with appointment letter by these companies.

(Proportion of allocation for each sub category and targets to be decided by the HOD based on past data)

7. **HOD's Discretionary Award** (to be awarded in rare cases, not covered or considered under any of the above categories but considered as critical faculty for the department) – Following may be considered:

- (a) Extra ordinary contribution to student development
- (b) Extra ordinary effort in Department activities
- (c) Best Team Builder Faculty
- (d) Any other not covered above

(Proportion of allocation for each sub category and targets to be decided by the HOD based on past data)

8. **Long Service Award** will continue to be awarded after completion of seven- & twelve-years' service in Axis, as on 01 Aug of the year in which award is being given.

9. **Highlights of the proposed award scheme are:**

- (a) Rewards are decided by departments independent of each other.
- (b) Reward amount announced by management each year is to be allocated to departments based on student population of departments.
- (c) Each group of responsibility decided by department be rewarded separately
- (d) Aim is to encourage awarding the strength of the person and counseling on how to improve the weak areas.
- (e) A motivating reward scheme should reward 80 to 90% & the balance gets punished by default without de-motivating anyone.

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- (f) Rewards can be given on an increasing scale so as to encourage the faculty to strive to reach higher figures

Employee's Leave Policy

11. Definitions

- (a) Leave Sanctioning or Competent authority' means the Director or any other authority to whom the powers have been delegated to sanction leave under this policy (e.g. the Directors may authorize respective department heads (HOD) to sanction PL. Short leaves could also be sanctioned by HODs.
- (b) It is mandatory to obtain prior approval before proceeding on leave, in case of emergency due to medical exigencies, the employee must inform their sanctioning authority and can apply leaves online afterwards. If not done any absence may be taken as Leave without Pay (LWP) at the sole discretion of the sanctioning authority.
- (c) 'Academic Calendar Year' means the period of one year starting from 1st Aug and ending on 31st July of succeeding year.
- (d) (i) Vocation Staff includes teaching faculty and laboratory staff involved in teaching activities.
(ii) Non Vocation Staff includes all non-teaching employees including the technical assistants involved in maintenance activities.
- (e) These leaves apply to all regular teaching, non-teaching and technical employees of the college but not apply to:
- (i) Persons engaged on casual/daily wages.
- (ii) Persons engaged through service contractors
- (iii) Persons engaged on part time basis and to the employees for whom the roles are specifically not made applicable.

12. Types of Leaves

1.	Privilege Leaves	PL
2.	On Duty Leave	OD
3.	Compensatory Leave	CO
4.	Study Leave	SDL
5.	Summer Vacation	SV
6.	Maternity Leave	ML
7.	Leave without Pay	LWP

13. No. of leaves an employee is entitled to as per band (The categories are transformed from LP1, LP2... to Bands B1, B2... for the simplification of the system)

Leave Band	Leave Entitlement Per Month	Remark
	PL	
B1	3	Teaching & Technical Lab
B2	4	Admin & Support Staff
B3	4	Hostel Warden
B4	2	Construction, Drivers & Peons

PRIVILEGE LEAVES: PLs collectively comprise of SV, WV, ML & CL.

14. PL entitlement for service less than a full calendar month

No. of working days	B1	B2	B3	B4
<= 9 Days	NIL	NIL	NIL	NIL
10 – 14 Days	1	1	2	0.5
15 – 19 Days	1.5	2	2.5	0.5

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20 – 24 Days	2	2.5	3	0.5
25 – 29 Days	2.5	3	4	0.5
Full calendar month	3	4	5	1

- (a) PL for a month will be credited on the 1st day of the succeeding month.
- (b) Half day PL can also be availed.
- (c) Holidays falling in between a sequence of PLs will be counted as PL. e.g. if PL is taken for Saturday and Monday, the Sunday falling in between will be counted as a PL.
- (d) PL can be accumulated and encashed as per the norms explained below. There is no limit to the number of PL that can be accumulated.
- (e) Maximum 50% of the PL earned during the current academic year along with the PL balance of the previous year can be carried forward.

15. PL Encashment Rules

- (a) Any number of PL above 40 can be uncashed two times in a year 1st Aug to 15 Aug & 1st Feb to 15 Feb.
- (b) Minimum count recommended above 30 PL (fixed minimum balance) is 5PL, for encashment.
- (c) Leave encashment will be @50% of current salary excluding HRA i.e. 50% of (Basic + DA + AGP). **OR**
Encashment will be @ full current salary excluding HRA multiplied by half the number of PLs being encashed.
- (d) There is no restriction of fixed time or minimum number at the time of exit. All the PLs can be encashed, as per above rules, at the time of leaving the college after resignation.

16. On Duty Leave

- (a) On duty leave (OD) may be recommended by HOD & granted by the Director for transacting College/University or any other academic/professional or assignment.
- (b) A reasonable period spent on travelling/journey may be included in the period.
- (c) Prior approval of the Director is a must.

17. Compensatory Off

Compensatory off will only be applicable on working on holidays, non-working days / Weekly off. It can also be availed if an employee worked beyond regular office Hours.

- (a) In regular working days : **CO Start Time is 6:00 PM**
 - (i) More than 2 hrs. but less than 4 hrs. – ½ day
 - (ii) More than 4 hrs. – 1 day
- (b) In Holiday/non-working day/weekly off:
 - (i) More than 2 hrs up to 4 hrs - 1/2 day
 - (ii) More than 4 hrs - 1 day
- (c) Earning of CO can be done within the same month ONLY.
- (d) After earning CO can be availed any time in the current semester.
- (e) If the last day of the month is weekly off/holiday and anyone is working, then CO can be earned latest by the 1st of next month.

Note: CO will not be applicable to: (i) Band B3 and B4.
(ii) Professors & above.

18. Study Leave

- (a) SDL for a maximum of 3 YEARS (for Ph.D.) may be granted ONCE in tenure of service for pursuing higher studies at a recognized institute.
- (b) The period of leave for this purpose shall not be counted as experience for promotion.
- (c) **SDL can be availed only after the entire PL available in Leave Balance has been used. After which LWP is applicable.**
- (d) SDL can be availed in two ways.
 - (i) By taking leave for the full tenure of the course. This leave will be without pay.

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(ii) By doing part-time course wherein the employee will be performing his/her teaching duty along with his/her studies by using all the PL available in balance as and when required. After that LWP is applicable.

(e) For pursuing part time course, 6 months' continuous service in the institute is required.

(f) Leave recommendation are based on HOD and higher management's discretion.

19. Maternity Leave

On joining and years to follow, after every completed year of service, married female employee is entitled for 15 days of paid leave up to the max 90 days in 6 year. ML can be avail Max two times in service period.

20. Additional Recommendations:

(a) Both Teaching and Non-teaching staff will be given off for one Saturday (3rd Saturday of the month). The off on Saturday is liable to any exigencies at college or academic accomplishments.

(b) Leave policy for peons and drivers will be as per category B4.

21. Leave Policy for Wardens

(a) The duty of warden is for 24 hr. when the warden is at rest in her residence, it is also considered as duty except the period for which prior permission is taken to remain absent.

(b) Wardens are authorized to avail leaves during one academic year as mentioned in table under point 3 above.

(c) No compensatory leaves in lieu of Sundays or other holiday is permissible. Every warden can avail only one day Off in a week at any day of choice, making sure that two wardens do not avail the off on the same day.

(d) On any emergency the management is entitled to cancel the 'off day' proposal of a warden.

22. College Timings

(a) 9:00 AM – 4:50 PM

Dr. Ashish Malik
Director

- cc: 1. Office of Chairman Sir for kind information
2. All Deans, Department Heads & In Charges for information
3. Registrar Office for information
4. Accounts & HR for record
5. All Notice Board
6. All concerned

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